
COUNTER, CROSS AND 3RD PARTY COMPLAINTS

These instructions are used to file a Counter, Cross or 3rd Party Complaint only. If you are filing an Answer and Counter, Cross or 3rd Party Complaint, please use the Answers/Responses category and select **Complaint,3rd,Cross,Counter**. [Click here](#) to view instructions for filing Answers, including 3rd, Cross and Counterclaims.

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- STEP 1** Select **Adversary** from main menu
- STEP 2** Select **Complaint** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Counterclaim, Crossclaim** or **Third-Party Complaint**; click [NEXT]
- STEP 5** Upload the .pdf file and any attachments; click [NEXT]
- STEP 6** If you are filing a Counterclaim or Crossclaim, select the party **against** whom you are filing; click [NEXT]
- STEP 7** If you are filing a Counterclaim or Crossclaim, select the party **for** whom you are filing this counterclaim; click [NEXT] and proceed to **STEP 9** below.
- STEP 8** If you are filing a Third Party Complaint; click [NEXT] to *ADD THE THIRD PARTY DEFENDANT*.
- STEP 8a** *Search for Party* screen displays. Enter the name of the party; click [SEARCH].
- ☛ *TIP - You must select a ROLE type on the Party Information screen to proceed; click [SUBMIT]*
- STEP 9** If presented with the screen stating the *attorney/party association does not exist in this case*, place a check in the box; click [NEXT].

- STEP 10** Docket text appears. Review for accuracy and modify if appropriate. A drop down list containing prefix options and a variable box for free text is available to clarify the entry; click [NEXT]

SAMPLE DOCKET TEXT

Counterclaim by Attorney Jones on behalf of Sears against Barry Lawrence (Attorney Jones)

- STEP 11** Final docket text appears; click [NEXT]

☛ *TIP - The text of this docket entry cannot be modified from this screen. If modification is necessary, use the [BACK] button on your browser.*

- STEP 12** **Notice of Electronic Filing** displays.